EXERCISE 3: PAY RATE CHANGE (MSC)

When a Pay Rate change is entered in Job Data, a Miscellaneous event is created in Benefits Administration. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

The process steps you follow will be somewhat different than for the HIR or FSC event. This is because the Pay Rate change event should result in no change in benefit eligibility. When you prepare options, the event should move directly to Prep None and the event will close.

STEP 1: VERIFY PROCESS STATUS

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a MSC event, enter MSC in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. Validate Process Status. It should be Assigned (AS).
4. Validate Benefit Program assignment (PGM) (for example, if it is a permanent employee SA1, temporary employee SA3).

STEP 2: PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID (business unit followed by EM)
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only"
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Automated Event Processing" to take you back to Ben Admin.

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3. Validate that the Process Status is Prepare None, and the Event Status is Closed. This is the typical result. If the event is closed, then you are done.

Questions or problems, contact the ITD Service Desk at 328-4470 or itdservicedesk@nd.gov